

Music and Arts Grant Program Director Job Description

Reports To:

Executive Director of Content and Assessment, Tammy Shelton

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

Beginning in 2018, the Tennessee Department of Education in partnership with the Governor's Office and Country Music Association (CMA) will launch a multi-year music and arts grant program. The Music and Arts Grant Program Director will be responsible for management and oversight of this initiative, including stakeholder engagement, grant coordination, and program support for participants. This position will also serve as the primary contact and state-level coordinator for fine arts educators.

Position Responsibilities Include:

- Leading the arts/music grant application process which includes developing a rubric, an application, and an evaluation team
- Ensuring the grant program is thoroughly implemented by working through a fiscal agent to ensure contracts are executed and work is done as described
- Providing technical assistance to grantees to help guide and strengthen their programs
- Determining the means by which the quality of the grant program can be measured
- Monitoring the effectiveness of the grant program across the state in order to determine what work is having the greatest impact on students
- Sharing information about best practices for improving arts/music education based on work going on in communities across our state
- Planning events to support stakeholder engagement and interest in the statewide initiative
- Raising awareness about the importance of art education by taking advantage of opportunities to speak to stakeholders about the statewide initiative
- Spending time in the field meeting with arts/music stakeholders to learn what work is already going on and where we can continue to build capacity through grants and networking
- Seeking opportunities for additional sources of funding for arts/music education work going forward
- Identifying opportunities for key individuals or public figures to spread the message of arts/music education

The ideal candidate will have:

- Master of Science, Arts, or Policy in education, music, fine arts, or related field
- Minimum of three years of experience in education or related fields

- Grant management experience
- Experience in implementing and providing technical assistance to music and arts programs
- Strong oral and written communication skills
- Strong interpersonal and organizational skill

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter describing your interest in the position, a resume or CV, and contact information for three professional references to Tammy.L.Shelton@tn.gov.

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